GREENWICH
CATHOLIC SCHOOL

HEAD OF LOWER SCHOOL

March 27, 2026

CATHOLIC RECRUITER ASSOCIATES
EXECUTIVE SEARCH • MANAGEMENT CONSULTING

BACKGROUND

Greenwich Catholic School is a vibrant, co-educational, faith-based institution serving students from PreK3 through Grade 8. Situated on a beautiful 38-acre campus at 471 North Street in Greenwich, Connecticut, GCS is proud to be a cornerstone of Catholic education in Fairfield County — and one of the most distinctive schools in the region.

Our Mission & Identity

GCS is rooted in the Catholic faith and the values of the Diocese of Bridgeport. Every aspect of school life — from academic rigor to service-learning, liturgy to athletics — is guided by the belief that each child is made in the image and likeness of God. The school's motto, Rooted in Faith, Surrounded by Community, Committed to Excellence, is not merely a tagline: it is lived daily in classrooms, on the playing fields, and in the halls of this extraordinary school.

A School Like No Other

Greenwich Catholic School offers something rare in Fairfield and Westchester Counties: a genuinely community-rooted Catholic school that draws families from more than 30 surrounding towns. Its distinctive features include:

- A remarkable 11:1 student-to-teacher ratio, ensuring personalized attention for every learner
- A sprawling 38-acre campus with exceptional facilities for academics, arts, athletics, and outdoor learning
- Over 50 extracurricular programs and 16 athletic teams offering every student a chance to shine
- A dedicated Dougherty Center for Early Learning, providing an exceptional PreK program
- A rigorous academic program aligned with diocesan standards and 21st-century best practices
- Deep integration of Catholic identity across all subject areas and school culture
- A strong track record of high school matriculation to outstanding secondary schools throughout the region

Community Voices

"Through their formative years, our children received positive examples of how to live, love and learn in the Catholic faith."

— GCS Alumni Parent

"I love GCS and all of the people in it! I would never want to go to any other school."

— GCS Fifth Grader

Why Join Greenwich Catholic School?

A leadership role at Greenwich Catholic School is more than a career advancement — it is a vocation. GCS offers an exceptional professional home for a mission-driven educator who wants to make a lasting difference in the lives of children and families.

A Mission That Matters

At GCS, Catholic identity is not a checkbox — it is the soul of the institution. Every administrator, teacher, and staff member joins a community united by a shared belief in the dignity of every child and the transformative power of faith-centered education. The Head of Lower School will be empowered to lead with purpose, guided by Gospel values and supported by a community that deeply shares this calling.

Exceptional Professional Environment

- Collaborative, growth-oriented faculty culture committed to ongoing professional development
- A Head of School and administrative team that values instructional leadership and innovation
- Resources and facilities that rival — and often exceed — those of much larger institutions
- A highly engaged parent community that partners meaningfully with the school
- The opportunity to shape both tradition and innovation in a school with a proud legacy
- A student body that is curious, motivated, and inspired by excellent teaching

A Strong and Supportive Community

GCS families are deeply invested in their school. The Parent Association is active and enthusiastic, parish partnerships run deep, and a loyal alumni network spans generations. The Head of Lower School will find in GCS not simply a place of work, but a genuine community of faith and friendship. With an engaged board, a dedicated administrative team, and a faculty who love what they do, the conditions for meaningful leadership are exceptional.

Competitive Compensation & Benefits

Greenwich Catholic School offers a competitive compensation package commensurate with experience and qualifications, including salary, benefits, and opportunities for continued professional growth and development.

Life in Greenwich, Connecticut

Greenwich, Connecticut is one of the most desirable communities in the United States — a place where New England charm meets cosmopolitan sophistication, and where access to one of the world's greatest cities is just a short train ride away.

Location & Accessibility

Situated along Connecticut's Gold Coast on Long Island Sound, Greenwich is just 27 miles from Midtown Manhattan — approximately 50 minutes by Metro-North's express service from Grand Central Terminal. Four local stations (Greenwich, Cos Cob, Riverside, and Old Greenwich) make commuting seamless, and Bradley International Airport, JFK, LaGuardia, and Newark Liberty are all within reach.

A Town of Distinct Character

With a population of approximately 63,500, Greenwich is composed of vibrant, distinct neighborhoods — from the walkable elegance of downtown Greenwich Avenue and the coastal charm of Old Greenwich and Riverside, to the quiet estate roads of the Back Country. Each neighborhood offers its own lifestyle, yet all share Greenwich's hallmarks: safety, beauty, and a strong sense of community.

- Downtown Greenwich: Upscale boutiques, world-class restaurants, and a lively arts scene
- Old Greenwich: A beloved coastal village with beaches, yacht clubs, and a small-town feel
- Riverside: Family-focused with excellent schools and tree-lined streets
- Cos Cob: A close-knit waterfront community with creative energy and rich cultural history
- Back Country: Expansive estates, equestrian properties, and serene privacy

Culture, Recreation & Natural Beauty

Greenwich is renowned for its quality of life. Residents enjoy over 1,500 acres of parkland, four beaches on Long Island Sound, and abundant outdoor activities year-round. Cultural attractions include:

- The Bruce Museum, whose award-winning collection and programming draw more than 70,000 visitors annually
- The Greenwich International Film Festival and Greenwich Food + Wine Festival
- The Greenwich Audubon Center — the first educational nature center established by the National Audubon Society, founded in 1943
- Six National Historic Register districts and hundreds of historic landmarks
- World-class dining, fine shopping, and the Sunday matches of the Greenwich Polo Club

An Outstanding Educational Community

Education is Greenwich's pride. Approximately 52% of Greenwich K–12 students attend private schools — more than four times the Connecticut state average — reflecting the community's extraordinary commitment to educational excellence. Greenwich's public schools are consistently among the best in the state and nation, and the town is home to a constellation of distinguished independent schools. Greenwich Catholic School occupies a proud and distinctive place in this landscape as the preeminent Catholic school option in the region.

Financial Hub with Global Reach

Greenwich is internationally recognized as a major center for global finance, home to hundreds of investment funds, hedge funds, and asset management firms. This economic vitality supports a thriving local economy and draws accomplished families and professionals from around the world — enriching the school communities that serve them.

Position Overview: Head of Lower School

The Head of Lower School serves as the spiritual, educational, and administrative leader of the division, with responsibility for students, faculty, academic programs, and parent relations for PreK3 through Grade 4. Reporting directly to the Head of School, this role is a key member of the leadership team and helps advance the mission and strategic vision of the school.

The Head of Lower School fosters a faith-filled environment rooted in Catholic values while ensuring academic excellence, strong student formation, and a vibrant, supportive community. This individual will build upon a tradition of success while helping to shape an innovative and dynamic future for the Lower School.

Key Areas of Responsibility

Spiritual Leadership & Catholic Identity

- Serve as a visible witness to the Catholic faith, modeling Gospel values in all interactions
- Uphold and promote the mission, vision, and core values of the school
- Integrate Catholic teachings and values throughout curriculum and school culture
- Support and coordinate prayer, liturgies, sacramental life, and service-learning
- Foster the faith development of students, faculty, and staff

Educational & Academic Leadership

- Oversee a rigorous, developmentally appropriate curriculum aligned with diocesan standards
- Lead curriculum development, review, and alignment both vertically and horizontally
- Use student data and assessments to drive instructional improvement
- Stay informed on educational research, innovation, and pedagogy

Faculty Leadership & Development

- Observe, supervise, evaluate, and mentor faculty and staff
- Foster a collaborative, respectful, and growth-oriented professional culture
- Lead faculty meetings, professional development, and in-service training
- Support hiring, onboarding, and retention of high-quality faculty

Student Life & Pastoral Care

- Promote the academic, social, emotional, and spiritual development of all students
- Maintain a safe, nurturing, and disciplined environment rooted in Gospel values
- Collaborate with student support services to address diverse learning needs
- Oversee class placement and ensure balanced classroom communities

Operations, Admissions & Community Engagement

- Lead day-to-day Lower School operations including scheduling, calendars, and co-curriculars
- Build strong relationships with students, families, faculty, staff, and parish partners
- Support admissions efforts including tours, interviews, and applicant evaluation
- Partner with advancement and communications teams to promote school initiatives

Qualifications

- Practicing Catholic committed to the mission of Catholic education
- Master's degree in Education, Educational Leadership, or related field
- 5–10 years of teaching experience (preferably in Lower School)
- 2–5 years of administrative leadership experience
- Strong understanding of child development (PreK–Grade 4)
- Valid state administrative certification (or working toward it)

Core Competencies

- Strong instructional and organizational leadership
- Excellent communication and interpersonal skills
- Strategic thinker and effective problem solver
- Collaborative, relational leadership style
- Emotional intelligence, resilience, and professionalism
- Commitment to diversity, inclusion, and community building
- Growth mindset and openness to innovation and change
- Ability to inspire, motivate, and develop faculty and students

How to Apply

Interested candidates are invited to submit the following materials:

- A cover letter addressing your calling to Catholic education and your vision for leading the Lower School
- A current résumé or curriculum vitae
- A statement of educational philosophy
- Three professional references with contact information

Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: April 30, 2026

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Marie Keith
Vice President, Education
Catholic Recruiter Associates
Marie@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES
EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com